



## **AROWS-R TDY Orders and Pullback Guide**

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AROWS-R - New Application - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os\_new.do

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Help | Logout

**New Application**

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY**

Version: 1.0 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

### 3.6 Temporary Duty (TDY)

A **TDY** application is not authorized unless the IMA is already in an active duty status (**RPA** or **MPA**) and will be sent to a **TDY** location from their assigned duty location. The assigned unit is responsible for completing a **TDY** application. **TDY** applications are not authorized for IMAs through the AROWS-R system.

## 4 Pull Back Application

The member may pullback an application to make changes before it is published, in order to “Pull Back” the application, select the “Member” menu and check for “Applications in Progress.” You will see the below screen.

AROWS-R - Member Pull Back Application Inbox :: - Microsoft Internet Explorer

Address: [https://arowsr.afrc.af.mil/arows-r/member\\_pullback\\_inbox.do](https://arowsr.afrc.af.mil/arows-r/member_pullback_inbox.do)

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: Web Profile - READINESS MANAGEMENT GROUP - RMG DET SUPPORT 16/17/20/22/23/25/26

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Help | Logout

**Member Pull Back Application Inbox**

Change Search Criteria | Currently sorted by: Start Date

Action	Tracking Number	Status	Start Date	End Date	Total Days	Order Type
Pull Back	776053	INITIAL	2006/05/28	2006/05/31	3	AT

Total Records: 1

Search

By Tracking Number:

By Fiscal Year:

Display:  per page

Version: 1.0 | Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Web Profile - READINESS MANAGEMENT GROUP - RMG DET SUPPORT 16/17/20/22/23/25/26

To initiate the action, click on the “Pull Back” button for the application you want to change.

**NOTE:** If the order has already been published, you cannot pullback the request, it will require a modification to the order (notify your Orders Specialist with the reason for the change by e-mail).

After clicking the “Pull Back” button, the member will see the following screen:

The screenshot shows a web browser window titled "AROWS-R - Member Pull Back Application Detail :: - Microsoft Internet Explorer". The address bar shows the URL: [https://arowsr.afrc.af.mil/arows-r/member\\_pullback\\_info.do?tracking=776053](https://arowsr.afrc.af.mil/arows-r/member_pullback_info.do?tracking=776053). The page header includes the Air Force Reserve Order Writing System [AROWS-R] logo and navigation links: Home, Switch Profile, Change Password, My Account, Help, Logout. The current profile is Web Profile - READINESS MANAGEMENT GROUP - RMG DET SUPPORT 16/17/20/22/23/25/26. The main content area is titled "Member Pull Back Application Detail" and includes a "Pull Back Application Detail" link. Below this, there is a table with the following information:

Order Information	
Tracking Number	776053
Status	
Full Name	
SSN	
Start Date	2006/05/29
End Date	2006/05/31
Total Days	3

Below the table, there is a message: "This is currently routed. Do you wish to delete all routings and pull the order request back to the Member?" and a "Pull Back Order" button.

## 4.1 Pull Back Screen

After clicking the “Pull Back” button, the member will see the above screen:

Verify the information for the order on which you need to make changes is correct, and then click the “Pull Back Order” button to complete the action.

**NOTE:** If you pull back an order it must be rerouted through all the same organizations to be published (i.e. if the order has been through the Orders Specialist, Military Pay Specialist, Unit Commander, Wing Commander, MPF, Resource Advisor, and was only awaiting the action by the Certifier to be authenticated, it will have to go through all levels again before publishing).